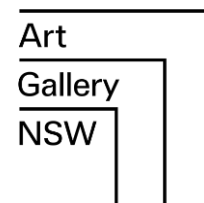


Role Description

Exhibition Designer Level 1



Division/Branch/Unit	Program Delivery / Design Studio
Location	Art Gallery Road
Classification/Grade/Band	Clerk Grade 3-4
Kind of Employment	Ongoing
ANZSCO Code	232511
Role Number	50052225
PCAT Code	1119192
Date of Approval	Updated November 2024
Agency Website	https://www.artgallery.nsw.gov.au/

Overview

The Art Gallery of New South Wales (the Art Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Creative Industries, Tourism, Hospitality and Sport. The Art Gallery, comprising 2 distinct buildings and an Art Garden, is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation, and attracts around 2 million visitors annually.

The Art Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Art Gallery also manages the Brett Whiteley Studio in Surry Hills. As the state's leading institution for the visual arts, the Art Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

Primary purpose of the role

Assists and supports 3D design team in specialist 3-dimensional and structured creative design solutions for Art Gallery briefs including exhibitions, furnishings, and interiors. Provide the relevant design documentation to ensure the physical elements are designed to the highest museum standards and corporate guidelines, integrating other relevant museum services and public requirements while complying with various relevant external legislated ordinances, building codes and standards. The role actively contributes to a high-performance team environment, provides excellent customer service, and enables continual service improvement practices.

Key accountabilities

- Aid mid-level and Senior Exhibition Designers on exhibition designs. Ensure designs are appropriate for the display of collections as well as other associated collateral and deliver exceptional experiences for art museum visitors.
- Contribute to the design of the physical form of an exhibition or display by successfully integrating graphics, objects, and electronic media.
- Contribute to designs in accordance with legislative and building ordinances and internal functional and organisational needs such as heritage, property, and house services.
- Contribute to production that addresses the Art Gallery's audience requirements, including promoting diversity & inclusion, access, opportunities, and leadership in the arts for people with disability through universally accessible design solutions.

- Aid in the production and construction of designs to ensure they conform to the design documents and meet public and occupational health and safety, legal and quality standards. This responsibility includes overseeing of external contractors.
- Provide administrative assistance for the management of design files and support digital archiving and systems.
- Work independently on allocated design tasks including smaller scale projects or programs.
- Maintain collaborative relationships and consult with key stakeholders to understand requirements, interpret the concepts to be communicated, and determine strategies to deliver optimal design solutions.

Key challenges

- Working collaboratively with Art Gallery staff who are physically distributed across sites.
- Seek guidance on conflicting expectations of stakeholders and delivering a design and product that is jointly accepted.
- Contribute to the changing culture of the Art Gallery by supporting the implementation of new procedures and techniques to increase efficiency and promote a safe workplace.

Key relationships

Who	Why
Internal	
Curators and exhibition managers	<ul style="list-style-type: none"> • The position holder actively communicates with curators and exhibition managers for whom work is being undertaken and assists the curators in clarifying their concepts and creative direction, negotiating job specifications, timelines, and production costs.
Project teams	<ul style="list-style-type: none"> • The position holder participates on several internal project teams and communicates closely with other team members to ensure that projects are developed within Gallery design guidelines.
Head of Creative, Senior Designers, and Creative Studio team	<ul style="list-style-type: none"> • The position holder maintains regular contact with the Head of Design and the Senior Designers to overview priorities and project progress to ensure the quality of the delivered product. • Within the Design Studio team, the position holder attends weekly meetings and communicates with team members daily to coordinate design projects and to exchange ideas.
Production and maintenance staff	<ul style="list-style-type: none"> • The position holder has an important and regular collaborative relationship with Production staff in development of design and construction of exhibitions and displays, semi-permanent Galleries, and other elements of the museum's-built environment.
Head of Exhibitions / Executive team	<ul style="list-style-type: none"> • Guidance and formal approvals.
Collections staff	<ul style="list-style-type: none"> • Collaboration and consultation to determine/refine design brief.
Facilities staff	<ul style="list-style-type: none"> • Collaboration and consultation to detail and produce displays.
External	
External suppliers and contractors	<ul style="list-style-type: none"> • The position holder is responsible for communicating design, production and construction specifications to contractors and trades people to ensure it meets design specifications, building codes and to ensure the quality of product delivered.

Who

Why

- When required the position holder consults with external industry professionals such as Work Cover, structural, electrical, and mechanical engineers, to ensure that all construction and specialist documentation are included in any documentation forwarded for tender and subsequent construction.

Role dimensions

Decision making

- Accountable for the delivery of exhibition design services working within approved plans, briefs, budget, and quality standards.
- Refers to mid-level and Senior Exhibition Designers for day-to-day advice and supervision. Escalates to the Head of Design for creative or contentious precedent.
- The ability to operate and makes decisions within legislative and regulatory provisions, public sector frameworks, strategic and business plans, Government and Department policies, delegations, budget, and resource parameters.

Reporting line

Reports to Head of Creative and Senior Exhibition Designers

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

1. Tertiary qualifications in Design with min. 1-2 years' practical experience in the discipline of exhibition/interior/product design.
2. Demonstrated ability and experience in any of the following design categories: creative design for exhibitions, environmental displays and interior production experience.
3. Model making skills.
4. Experience in the use of programs and applications such as Vectorworks, Sketch-up, and CAD.
5. Well developed communication skills, both written and verbal with the ability to communicate in a clear, timely and consistent manner.
6. Demonstrated ability to work collaboratively as part of a team and provide support where needed.

Inherent requirements

Physical Inherent requirements (PIR)

- The ability to communicate and converse with staff and visitors in a face to face manner.
- Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions.
- Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for long periods of time.
- Sound upper limb joints, with the ability to withstand repetitive upper limb activity.

Behavioural Inherent requirements (BIR)

- Behavioural stability and maturity is required to function, and adapt effectively and sensitively to a range of situations involving a broad diversity of people and a variety of communication and information sources.
- Behavioural stability and maturity to work constructively in a diverse and changing public institution environment, exhibiting an ability to multitask and manage a range of stakeholders.
- Capacity to regulate and manage emotions, compartmentalising personal feelings regarding challenging situations and material with maintaining appropriate and professional behaviour at all times.
- Ability to understand and manage own emotional state in order to be able to develop and maintain appropriate relationships with a diverse range of staff and maintain positive public engagement by providing information and assistance by a variety of means.
- Behavioural stability and maturity is required to work individually and in teams in changing environments. May be exposed to sensitive communications and/or situations with staff and/or members of the public and will be required to disassociate personal feelings in order to manage these situations objectively and professionally.

Quality & Risk




- Be proactive in risk identification, notification and management.
- Comply with the Art Gallery’s Work, Health and Safety related policies and procedures.
- Participate in quality improvement activities.

Capabilities for the role


The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond appropriately Work through challenges Remain calm and focused in challenging situations
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Seek and apply specialist advice when required Complete work tasks within set budgets, timeframes and standards Take the initiative to progress and deliver own work and that of the team or unit Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team and unit objectives and align operational activities accordingly Initiate and develop team goals and plans, and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals• Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none">• Perform basic research and analysis to inform and support the achievement of project deliverables• Contribute to developing project documentation and resource estimates• Contribute to reviews of progress, outcomes and future improvements• Identify and escalate possible variances from project plans